

**MINUTES OF THE BOARD OF TRUSTEES OF THE PUBLIC LIBRARY  
OF CINCINNATI AND HAMILTON COUNTY**

Date: June 11, 2013

Meeting: Regular

Place: Board Room - Main Library - 800 Vine Street

**REGULAR MEETING**

***CALL TO ORDER***

**ROLL CALL**

Trustees Present: Mr. Hendon, Mrs. LaMacchia, Mrs. Trauth, Mr. Wright, Mr. Zaring and Mr. Moran

Trustees Absent: Mr. Sittenfeld - call in

Present: Kimber L. Fender, Greg Edwards, Mary Bennett-Brown and Molly DeFosse

***PUBLIC COMMENTS***

None.

***INFORMATIONAL ITEMS***

**EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT**

Ms. Fender reported that:

**LIBRARY RECEIVES NATIONAL RECOGNITION**

The Institute of Museum and Library Services (IMLS) announced in late April that our Library had been selected as one of five recipients of the 2013 National Medal for Library Service. This is the most prestigious award a library can receive and is given in recognition of community impact. The Award was presented by First Lady Michelle Obama at a White House ceremony on May 8. Board President Bill Moran, Library staff Kim Fender and Greg Edwards, and community member Amina Tuki were present. A reception honoring the five libraries and five museums receiving the award was held immediately afterward.

Amina Tuki was the community member selected to attend the Award ceremony with us. Amina Tuki came to Cincinnati as a refugee from a small village in Ethiopia with her husband in the early 1990s. Unable to read her native language, learning English was a monumental challenge. Amina began using the library to help her daughter. When the Adult Learning Center opened in 2011, Amina participated in classes to work on her English skills.

Numerous letters of congratulations have been received including a resolution from the Ohio Senate signed by Senate President Keith Faber, Minority Leader Eric Kearney and Senator Bill Seitz. U.S. Senator Rob Portman presented the Library with a flag that was flown over the Capitol to commemorate the recognition. We plan to place the flag in the Veterans Display at this year's Veterans Day program.

On May 15, a fine amnesty day was held; the first in more than 25 years. Response was much greater than expected with thousands of cardholders taking part. Altogether, we cleared about \$551,000 in outstanding fines and nearly 3,000 items with a combined value of more than \$56,000 were returned. Despite this, fines and fees revenue year-to-date is down only 4%. We are not planning another fine amnesty in the near future.

The staff cookout on May 19 was also a success with just under 300 people. A slide show of photos from the trip to Washington played while staff, family and friends enjoyed food, carnival games and a scavenger hunt. The cookout was paid for with Armstrong Funds, appropriated by the Board for Library Pride activities.

In addition to the actual medal, award recipients also receive \$5,000 and a visit from StoryCorps. When received, we would like to spend the \$5,000 on the services that garnered this recognition for the Library. The StoryCorps visit has not yet been scheduled.

Rather than hang the Award on the wall, it will be travelling to each branch library over the next several months. We hope that each community will celebrate their part in receiving this award.

Kim thanked each Library Trustee for their support and acknowledged without their willingness to take chances and try new approaches, the Library would not have been selected for this Award.

### 500,000/88%

In 2011 we set an ambitious goal of 500,000 cardholders. In late May we passed this milestone representing an 84% increase over the number of cardholders we had at the end of 2009. In August 2012 we reported that 266,600, about 80% of the more than 330,000 households in Hamilton County had at least one Library card. That number has increased to 289,895 or about 88%. Much of this increase can be attributed to the complimentary card mailing sent in February to the non-cardholder households.

### IMLS VISIT TO OHIO

The State Library will be hosting a site visit from their Institute of Museum and Library Services (IMLS) Program Officer, James Lonergan, August 6-8, 2013 as part of the LSTA Five Year Plan cycle. The first day is typically spent at the State Library and the other two days are spent visiting libraries and LSTA projects. As a National Medal winner and as the recipient of many successful

LSTA awards, we have been asked to host a visit from Mr. Lonergan on August 7. Library staff Kim Fender and Greg Edwards will provide a tour and meet with Mr. Lonergan during his visit.

#### EMAIL CAMPAIGN TO INFREQUENT LIBRARY USERS

In mid-February and early March we sent three emails to our Occasionals cardholder cluster, defined as those who use the Library 3-4 times/year. One email discussed convenience with information about downloadable music, renewing, and Hot Authors, the second focused on ebooks and the third on the Zinio magazine service. The email relating to Zinio generated 400 new users the day it was sent compared to a control group of 50.

#### CATHOLIC CHARITIES REFUGEE RESETTLEMENT ESOL

In late January Norman Solomon with Catholic Charities Refugee Resettlement reached out to the Library seeking a place to hold their ESOL classes on a temporary basis beginning in March through mid-June. We are glad that we could help out this worthwhile program in a time of need. Mrs. LaMacchia inquired if any Library cards were issued to the class participants. Ms. Fender said she would find out.

#### VIDEOS TO PUBLICIZE CINCINNATI'S HISTORY

Flaming Medusa, an animation video production studio, is working with 3CDC to produce a series of animated shorts about Cincinnati's history. They have asked the Library and the Museum Center to assist in identifying interesting stories from Cincinnati's past to be turned into these videos. There is no cost to the Library to participate and we would be credited in the videos.

#### EBOOK INITIATIVE CONTINUES

In April Ms. Fender reported on work underway in collaboration with the Ohio Library Council (OLC) and Pat Losinski at the Columbus Metropolitan Library to address public policy concerns raised by the refusal of the six largest publishers to sell or license ebook content to public libraries. Since that time seven metro libraries in Ohio have joined the effort. OLC continues to work with our Congressional delegation on next steps and is preparing to introduce a joint resolution in the Ohio General Assembly urging Congress to act on this issue and Library Director Kim Fender met with Julie Zimmerman from the *Cincinnati Enquirer* concerning a possible editorial on access to ebooks in libraries.

Hachette, one of the six publishers referenced above, announced on May 1 that they would begin making their digital content available to public libraries effective May 8 – National Library Legislative Day. The announcement included pricing information. For the first twelve months titles licensed to libraries will be sold at three times the cost of the primary print edition cost. After twelve months the price will be one and a half times the cost of a print copy. Mrs. LaMacchia inquired how this pricing compared with other e-book pricing. Ms. Fender indicated it was comparable and that all of the publishers had different pricing models.

#### ALA CAUCUS TO MEET IN CINCINNATI

The Black Caucus of the American Library Association is holding the 8<sup>th</sup> National Conference of African American Librarians from August 7-11, 2013 in Cincinnati. About 300 librarians are

expected to attend. Our Library will be hosting a reception for attendees on Friday, August 9 from 6:00 to 9:00 p.m.

### MVP AWARD PRESENTED

Wendy Havlick, Original Cataloger, Catalog and Process Department, was awarded an MVP award for consistently going above and beyond her responsibilities to anticipate, prepare, and follow through on maintaining the best quality of performance and service through the Library during a period of several retirements and workflow reassessment.

The report was received and filed.

## **LIBRARY SERVICES AND ADMINISTRATION COMMITTEE REPORT**

Mrs. LaMacchia introduced Blossom Smith, Hyde Park Branch Manager.

Blossom joined the Library in 1989 as a part-time shelver in Library for the Blind. In 1990, she became full time as a Library Services Assistant in the Circulation Services Department, and was appointed in 1993 as a Library Services Assistant II at the Madisonville Branch. She was appointed to a Floater position in 1999. She attended Indiana University/Purdue University and received her MLS degree in 2006. While attending, Blossom was a two-time recipient of the Institute of Museum and Library Services grant and a recipient of the Keith Kuhn Scholarship Award. After completing her degree she was appointed Children's Librarian at the Reading Branch, promoted to the Branch Manager at the Reading Branch in March 2011, and became the manager of Hyde Park in October 2012 where she currently serves.

### EXCITING HAPPENINGS AT THE HYDE PARK BRANCH

Blossom Smith shared details about the Hyde Park Branch Library being an integral part of the community for over a century, and continues to meet the needs of its community by providing excellent customer service, technology classes and engaging programs. The Heekin Fund provides high quality and engaging puppet shows, presentations and workshops. New furniture acquired as part of the branch's 100<sup>th</sup> anniversary, provides a relaxing setting that branch customers often use while browsing the new arrivals collection. On the heels of that anniversary celebration in 2012, the Foundation continues to raise funds through the "Commemorative Brick program." And, on June 1, the branch began what will undoubtedly be another successful summer reading program with the summer reading kick off that lasted throughout the day.

Mrs. LaMacchia reported that:

### MARKETING RESTRUCTURE UNDERWAY

As part of the changing needs of the technologically savvy library customer, we are reshaping our marketing and communications team to focus on digital delivery of the marketing message. The goal is to develop and implement an analytics-driven marketing strategy, delivered primarily via electronic media (web, social media, etc.) that will increase Library use and visibility.

Key elements of this new structure include:

- Creation of a Marketing Communications Strategist position to lead the new team
- Creation of a Digital Development Team (web development) and a Content Team (content specialists, social media specialist and graphics/video specialists) under a Marketing Team Manager who will oversee day-to-day marketing operations.
- Outsourcing large print jobs and generating smaller branch/department level print materials via templates. The Library's Print Shop will close as a result.

Five positions, including the Marketing Department Manager, were eliminated as part of this change. Staff impacted by these eliminations can apply for open positions within the Library, retire (if eligible) or leave the Library. One staff member applied for a new position and received a promotion. Another accepted a position with the Library in a branch and one has chosen to retire. The remaining two initially chose to leave the Library, but have agreed to stay on through September to help with the transition.

#### SERVICE LEVEL STANDARD IMPLEMENTED FOR TECHNOLOGY

Starting July 1 the Computer Services unit of Technology Operations, which is responsible for maintenance of staff and public PC and printers, is implementing service level standard for helpdesk support tickets. This standard outlines five levels of problem severity with response and resolution times varying based on the level.

#### ENERGY RETROFIT PHASE II COMMUNICATION PLAN LAUNCHED

The Phase II of the Energy Retrofit Project which will replace four air handling units that service the Main Library's 1982 building began June 10. Over the course of the project, conditions at the Main Library may become uncomfortably warm, and while a number of actions are being taken to offset the reduction in air handling capabilities, communication with staff and customers about the project will be equally important.

To that end, hand fans have been ordered that will be available at all Main Library public desks for customers. Additionally, the digital signs and the web page both have information about the project, and each desk has signage informing customers about the project. For Main Library staff, battery powered hand fans stating "Don't sweat it" have been ordered to help them keep their cool throughout the project, and the Intranet will include a floor plan and list of impacted areas along with a complete project plan.

#### TABLETS BEING PILOTED FOR MORE MOBILE SERVICE TO CUSTOMERS

A pilot project has been initiated to begin using tablet devices to deliver service to customers. Staff at the Greenhills branch library will use tablets to help customers locate items and check-out materials.

#### POPULAR LIBRARY INITIATES TWO MUSIC-RELATED SERVICES

The CD of the Month Club and Listen to This! are two new initiatives offered to customers by Popular Library staff. For the CD of the Month Club, customers are invited to fill out a form describing the types of music they enjoy and based on these response forms, a CD is selected by Library staff for each participating customer. Listen to This! is a program developed by Popular Library staff member Steve Kemple that has recently received national attention. Steve was interviewed by *Library Journal*

and an article about the program was recently featured in *CityBeat*. The premise of the program is to offer the audience an opportunity to listen and discuss albums from the collection.

### DIGIPALOOZA SCHOLARSHIP AWARDED

Holly Varley, Materials Selection and Acquisition Manager, has been awarded a scholarship by publisher Random House to attend the OverDrive Digipalooza International User Group Conference in Cleveland. This conference focuses on recent and anticipated developments in downloadable eBooks and eAudiobooks. Holly is one of only 15 librarians worldwide to receive the scholarship for this popular event.

### KHALED HOSSEINI EVENT A HUGE SUCCESS

As reported at the April Board Meeting, the Library partnered with Joseph-Beth Booksellers to present bestselling author Khaled Hosseini at the Main Library on Friday, May 31. The event was a huge success with an estimated audience of 1,000 attendees. Following an introduction by Board President, Bill Moran Mr. Hosseini spoke in a conversation format for over an hour and took a number of questions from the audience. Afterwards he signed over 300 books.

### MAJOR UPCOMING PROGRAMS AND EXHIBITS

#### *Everyday Heroes: Local Children and The People Who Inspire Them*

Children and their families are invited to visit any Library location this summer and tell us about their heroes. In partnership with local illustrator Will Hillenbrand, children are asked to draw a picture of their hero and submit it for possible inclusion in an e-book. The program will begin with visits from Will Hillenbrand at the Blue Ash and Green Township Branch Libraries on June 11 and 12 and submissions will be accepted throughout the summer. The program will culminate with an exhibit of Mr. Hillenbrand's work at the Main Library in October.

#### *Redlegs Reading Week*

For the second year, the Library is partnering with the Cincinnati Reds to present Redlegs Reading Week, from July 22-27. Reds mascots and the Reds Rover will visit various Library locations and customers will be offered a special discount to purchase tickets for the games on August 19 (Summer Reading Night) and September 10 (Red Card Night).

#### *Upcoming Author Visits*

The Library will be hosting several well-known authors this summer:

- Ron Tanner, author of *From Animal House to Our House: A Love Story* – June 22, 2pm – Main Library
- Nikki Giovanni, world-renowned poet, writer, commentator, activist, and educator – June 28, 7pm – Wyoming Branch Library
- Tony Moore, co-creator of *The Walking Dead*, *The Exterminators*, and *Fear Agent* comics – July 6, 1pm – Wyoming Branch Library

## **EXHIBITS**

### **BOOKWORKS 14**

This annual Cincinnati Book Arts Society (CBAS) exhibit of regional book artists will be on view from June 11 – August 18 in the Main Library’s Atrium. A nonprofit organization comprised of professionals and amateurs from all quarters of the book, paper and printing arts-bookbinders, paper makers, printers, paper marblers, and book artists, as well as archivists and conservators, CBAS was started to create a spirit of community among hand workers in the book arts and those who love books.

### **ADMINISTRATION**

*For Information Only*

#### **OPEN RECORDS REQUEST RECEIVED**

An Open Records Request was filed from Mr. Patrick Lance, the former Facility Operations Manager. Mr. Lance’s request was broad in nature and has been reviewed by our attorney, Robert S Brown. The Library has complied expeditiously and in great detail with his request and is waiting to receive the administrative fee for the requested copies.

The report was received and filed.

## **LEGISLATIVE AFFAIRS AND LAW COMMITTEE REPORT**

Mr. Wright reported that:

#### **SUBSTITUTE VERSION OF STATE BUDGET BILL APPROVED BY SENATE**

On May 28, The Library’s Eva Jane Romaine Coombe Director and Chair of the Ohio Library Council (OLC) Government Relations Committee, Kim Fender, presented testimony on public library funding before the Senate Finance Committee. Immediately prior to this testimony, the Senate Finance Committee introduced a substitute version of the state budget (HB 59) which included a significant number of changes to the version passed by the House of Representatives. An analysis of the Senate version of the budget bill indicates that the proposed modest increase in the Public Library Fund (PLF) remains unchanged increasing to \$359.3 million in FY14 and \$369 million in FY15.

The Senate approved the bill on June 6. Since library funding is the same in both the House and Senate versions of the budget the projected increase to library funding will become effective July 1, 2013. Funding will increase by about 4% in the first state fiscal year and an additional 2.7% in the second state fiscal year.

#### **OHIO VOTERS APPROVE ALL SIX LIBRARY ISSUES ON MAY BALLOT**

Libraries across the state had five tax levies and one bond issue on the May 7 ballot. Of the levies, two were new, two were renewals and one was a renewal/additional. The one bond issue was new. All six of the public library issues were approved.

## SUCCESSION PLAN FOR OLC GOVERNMENT AND LEGAL SERVICES ANNOUNCED

At its meeting on May 17, the Ohio Library Council Board of Directors approved a plan to address the organization's future staffing needs in the area of Government and Legal Services. Lynda Murray, OLC Director of Government and Legal Services, plans to retire at the end of June 2014. The OLC has formed a committee to evaluate the current Government and Legal Services staff in order to ensure that new staff and/or consultants are in place prior to Murray's departure. Kim Fender is serving on this committee.

### ALA LEGISLATIVE DAY

The American Library Association (ALA) held its annual legislative day in Washington, D.C. on May 8. Board President Bill Moran and Library staff Kim Fender and Greg Edwards met with Senator Rob Portman and staff from Congressman Chabot's office.

The report was received and filed.

## ***ACTION ITEMS***

Ms. Fender read the following resolution:

### **RESOLUTION IN RECOGNITION OF AMELIA BANISTER**

Whereas, Amelia Banister (Amy) began her career at the Public Library of Cincinnati & Hamilton County in 1991, as the Public Relations Director, a position she held for 21 years, and

Whereas, In this position, Amy has been responsible for all aspects of the Library's public relations including promoting the more than 21,000 events and programs held by the Library each year, and

Whereas, With Amy's media savvy the Public Library has had extensive coverage of its many events and services at minimal cost, and

Whereas, Amy's ability to collaborate with community organizations expanded the Library's partnerships to many new organizations resulting in greater visibility and benefit to both the Library and partner organizations, and

Whereas, In 2006, the Library received the John Cotton Dana Award, awarded annually by the American Library Association to a Library for outstanding library public relations for its 2005 library card sign-up campaign, "Get Your RED Card, it's Wild!",

NOW THEREFORE, BE IT RESOLVED in recognition of her more than 21 years of devoted service and outstanding work, the Members of the Board of Trustees thank Amelia Banister for her valued contribution to the public awareness of the Library.



BE IT FURTHER RESOLVED that a copy of this Resolution be spread upon the Minutes of the Board of Trustees of the Public Library of Cincinnati and Hamilton County.

Mr. Wright moved to approve the resolution. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, Mr. Wright, and Mr. Moran...6 ayes. The motion carried (09-2013).

### FINANCE AND AUDIT COMMITTEE

Ms. DeFosse requested the following revisions to the 2013 annual appropriations and estimated resources:

Authorization is requested to revise *estimated resources* as follows:

#### ***Library Program Fund***

Contributions - increase by	\$ 30,000.00
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Authorization is requested to revise *appropriations* as follows:

#### ***Building & Repair Fund***

Purchased & contracted services - increase by	\$ 1,000,000.00
Capital Outlay - decrease by	\$ (1,000,000.00)
<i>Net change</i>	<u>0.00</u>

#### ***Anderson/Mt. Washington Fund***

Supplies expense - decrease by	\$ (6,000.00)
Capital outlay expense - increase by	\$ 6,000.00
<i>Net change</i>	<u>0.00</u>

#### ***Library Program Fund***

Supplies expense - increase by	\$ 24,000.00
Purchased & contracted services increase by	\$ 6,000.00
<i>Net change</i>	<u>\$ 30,000.00</u>

*offset by increase in resources*

The revisions are necessary to account for architect fees associated with building projects, move funds for equipment purchases and to account for additional funding from the Foundation for Brain Camps and other programs.

Mr. Zaring requested the following resolution:

### RESOLUTION REQUESTING CERTIFICATION OF THE CURRENT TAX VALUATION

The Library's current tax levy provides local funding through 2014. In order to place the levy on the ballot in November, 2013, we need to receive certification of the current tax valuation from the Hamilton County Auditor. The following resolution is required to receive this certification.

### **Resolution Requesting the Hamilton County Auditor to Certify the Total Current Tax Valuation of Hamilton County, Ohio and the Amount Generated During the First Year of Collection of a**

**Renewal of an Existing Tax Levy for the Purpose of Providing Operating Expenses and Capital Improvements for The Public Library of Cincinnati and Hamilton County Totaling One (1) Mill**

**WHEREAS**, the Board wishes to initiate proceedings for the submission to the electors of Hamilton County at the general election to be held November 5, 2013, the question of a renewal of an existing levy for the purpose of providing operating expenses and capital improvements for the Public Library of Cincinnati and Hamilton County of the Library;

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Trustees of The Public Library of Cincinnati and Hamilton County, Hamilton County, Ohio, two-thirds of all of the member thereof concurring, that:

Section 1. It is necessary to assess the renewal an existing levy for the purpose of providing operating expenses and capital improvements for the Public Library of Cincinnati and Hamilton County of the Library.

Section 2. The Hamilton County Auditor is hereby requested to certify the total current tax valuation of Hamilton County and the amount to be generated during the first year of collection of a the renewal an existing levy for the benefit of the Library at a rate not exceeding 1 mill for each dollar of valuation for operating expenses and capital improvements of the Library.

Section 3. The Fiscal Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the Hamilton County Auditor.

Section 4. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board, and that all deliberation of this Board and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all requirements, including Section 121.22 of the Ohio Revised Code.

Mr. Zaring moved to approve the report as filed. Mr. Wright seconded.

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, Mr. Wright, and Mr. Moran...6 ayes. The motion carried **(10-2013)**.

**LIBRARY SERVICES AND ADMINISTRATION**

The Library Services and Administration Committee met May 2. Committee Chairman, Elizabeth H. LaMacchia, and Committee Member Robert Hendon were in attendance. Staff members Kim Fender and Greg Edwards were also in attendance.

It is the recommendation of the Committee that the Board take the following action:

**BOARD OF TRUSTEES BYLAWS**

Approve revisions to the Bylaws reducing the number of Board committees from six to four as follows:

Current:

Proposed:

Community & Public Relations  
Development  
Facilities  
Finance & Audit  
Legislative Affairs and Law  
Library Services & Administration

Finance & Audit  
Human Resources  
Library Operations – Facilities  
Library Operations - Services

Each Trustee would serve on two committees instead of three and no officer would chair a committee.

**BYLAWS  
BOARD OF TRUSTEES  
THE PUBLIC LIBRARY OF CINCINNATI AND HAMILTON COUNTY  
ARTICLE I**

Section 1. The name of this library system is “The Public Library of Cincinnati and Hamilton County” and it is governed by a seven-person board of trustees (“Board”) who are appointed in accordance with law.

Section 2. These bylaws shall constitute the rules of the Board with respect to the conduct of official business. Such rules shall equally be applicable to all committees and special committees of the Board.

**ARTICLE II**

Section 1. All meetings of the Board and its committees shall be open to the public but subject to the special provisions provided in Ohio Revised Code Section 121.22 or successor provision thereto; the holding of non-public executive sessions shall be in compliance with Ohio Revised Code, Section 121.22(G) or successor provision thereto.

Any person wishing to address the Board shall be required to sign in, providing both name and residence address. Except in unusual cases approved by the Board speakers shall be limited to three minutes.

Section 2. The annual meeting of the Board for purposes of electing officers for the year shall be held in accordance with Ohio law and may be held simultaneously with a regular meeting of the Board. The time and place of all regularly scheduled meetings of the Board and of committee meetings, and the time, place and purpose of all special meetings of the Board shall be posted on the customary notice board at the Main Library at least 24 hours prior to any meeting, excepting emergency meetings which are subject to the provisions of Ohio Revised Code Section 121.22(F) or successor provision thereto.

Any person, upon request and payment of a reasonable fee, may obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. Advance notification shall include, but is not limited to, mailing the agenda of meetings to all subscribers on a mailing list or mailing notices in self-addressed, stamped envelopes provided by the requesting person.

Section 3. The order of business at all meetings of the Board and of committees of the Board shall be determined from time to time by the Board or the particular committee as the case may be.

Section 4. For the purpose of transacting any business, a quorum is a majority of the full membership but subject to the special provisions provided in Ohio Revised Code Section 375.35 or successor provision thereto.

**ARTICLE III**

Section 1. The officers of the Board shall consist of a President, a Vice President, and a Secretary and each of whom shall be elected at the annual meeting for a period of one (1) year or until his or her successors are chosen and qualified.

Section 2. The President shall preside at all meetings of the Board, shall appoint the standing committees for a year of which he or she shall be a member ex-officio without the right to vote, shall appoint all special committees unless otherwise provided, and shall perform such other duties as by custom or law devolve upon him or her but provided that all committee appointments shall be subject to ratification and approval by the Board.

Section 3. The Vice-President shall perform the duties of the President in the latter's absence.

Section 4. The Secretary shall perform the usual duties pertaining to the office.

Section 5. A vacancy in any office may be filled at a special election held at the next regular or special meeting of the Board immediately following the occurrence of the vacancy. An officer elected to fill a vacancy shall hold that office for the balance of the year.

#### ARTICLE IV

Section 1. The standing committees of the Board shall be:

Finance and Audit

Human Resources

Library Operations - Facilities

Library Operations - Services

The committees shall consist of at least 3 members each, the number of the membership of which shall be fixed from time to time by the President. The President shall annually submit for Board approval the Committee appointments. Meetings shall be held on call of the respective chairman, or on call of two members thereof.

Section 2 The Committee on Finance and Audit is charged with reviewing and recommending to the Board an annual budget and for the presentation of that budget to the Hamilton County Budget Commission. The committee also reviews and recommends fiscal policies, reviews audit results, assures that audit recommendations are appropriately addressed, and serves as a liaison between Library management and auditors.

Section 3 The Committee on Human Resources is charged with reviewing and recommending to the Board matters concerning the board and staff of the Library including personnel policies, benefits, compensation, and collective bargaining.

Section 4 The Committee on Library Operations - Facilities is charged with reviewing and recommending to the Board matters concerning library facilities, including buildings and property, and for reviewing master planning of facilities as they relate to comprehensive, long-term planning.

Section 5 The Committee on Library Operations - Services is charged with reviewing and recommending to the Board matters that deal with the provision of library service, including books and materials.

## ARTICLE V

Section 1. At the annual meeting the Board shall appoint and fix the compensation of the Executive Director who shall be the chief executive of the library and whose title alternatively may be Director/Librarian. This person shall devote his or her entire time to the duties of the office and, under the supervision and control of the Board, shall have complete charge of the Library.

The Executive Director shall be expected to attend all meetings of the Board and to meet with all committees the President may appoint, excepting those the President shall order otherwise.

At each regular meeting the Executive Director shall ensure that the operation and progress of the Library is reported to the Board. A similar report, covering the preceding calendar year, shall be presented each January at the regular or annual meeting.

Section 2. At the annual meeting, the Board shall elect and fix the compensation of a Fiscal Officer, who shall serve as the clerk of the Board and treasurer of the library funds, subject to the special provisions provided in Ohio Revised Code Sections 3375.32 and 3375.36 or successor provisions thereto.

The Fiscal Officer shall maintain a complete file of all instruments and documents of a permanent nature relating to the library and the Board. This person shall attend meetings of the Board and generally perform those duties delegated to the Clerk-Treasurer by action of the Board.

## ARTICLE VI

The use of the library system and the privileges thereof shall be governed by regulations therefore as may from time to time be adopted by the Board of Trustees.

## ARTICLE VII

The Trustees shall comply in all respects with the civil and criminal provisions of the Ohio Revised Code relating to conflicts of interest for public officials.

## ARTICLE VIII

These bylaws may be amended from time to time by the Board of Trustees.

### SUNDAY HOURS AT BRANCHES

Approve adding Sunday hours, 1-5 at North Central, Sharonville, and Monfort Heights, beginning in August, utilizing existing staffing numbers with no added staffing costs.

Identify a fourth branch library in the East Region to also open on Sundays.

Approve adding Sunday hours at additional locations if there is no increase in operating costs.

### CHANGES TO THE TABLE OF FINES AND FEES

Reduce DVD and VHS fines to \$.20/day, the same amount charged for all other overdue adult material.

Add the following charges for SearchOhio items:

- \$.50 per day overdue fine with a maximum overdue fine of \$25.00.
- \$25.00 replacement fee billed for any item not returned within 30 days of the due date.

Add the following charges for OhioLINK items:

- \$.50 per day with a maximum overdue fine of \$25.00.
- \$125.00 replacement fee billed for any item not returned within 30 days of the due date.

### TABLE OF FINES AND FEES

Effective July 1, 2013

**Borrowing privileges are stopped when unpaid fines & fees reach \$10.00.**

#### FINES ON OVERDUE MATERIALS

	Per day, per title
<b>Juvenile</b> print material, compact disc, audiocassette, playaway, LP disc, audiovisual set	5¢
<b>Teen</b> print material, audiobooks on compact disc, playaway	5¢
<b>Adult</b> print material, compact disc, audiocassette, playaway, LP disc, audiovisual set, CD-ROM, multi-media kit, special loan, slide, slide set, videocassette, DVD	20¢
<b>SearchOhio/OhioLINK</b> material	50¢

Fines accumulate to \$10 maximum per title for all adult materials & \$5 per title for all teen and juvenile materials. Fines accumulate to \$25 maximum for all SearchOhio and OhioLink materials.

#### FEES FOR LOST OR DAMAGED MATERIALS

<b>Total Loss or Damage</b>	replacement cost
Process a Lost and Paid Reimbursement	\$5.00

#### **Partial Loss or Damage**

Book bindery charge	\$10.00
Item from multi-volume set	\$10.00
Audiovisual Container: compact disc or CD-ROM jewel box, audiocassette container or hand up bag, videocassette or DVD container, playaway container	\$1.00

#### REFERRAL FEE

Fee applied to a card turned over to collection agency for recovery	\$10.00
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#### LIBRARY CARD FEE

Non-resident card; valid for one year	\$25.00
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#### PUBLIC RECORD REQUEST FEES

Per page	5¢
Non-paper format	cost

#### INTERLIBRARY LOAN FEES

##### PLCH as Lending Library

Materials loaned in-state and to SWON libraries	no charge
Materials loaned out-of-state	\$5.00 unless waived by reciprocal agreement
Lost or damaged PLCH materials	replacement cost + \$25 processing fee
Copying/faxing, per page	25¢

##### PLCH as Borrowing Library

Materials borrowed from other libraries	\$5.00
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Lost or damaged materials from other libraries	charge assessed by lending library
Copying/faxing, per page	charge assessed by lending library
<b>SEARCHOHIO/OHIOLINK FEES</b>	
SearchOhio replacement fee	\$25.00
OhioLINK replacement fee	\$125.00

Mrs. LaMacchia moved to approve the report as submitted. Mr. Moran seconded.

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, Mr. Wright, and Mr. Moran...6 ayes. The motion carried **(11-2013)**.

### **FACILITIES COMMITTEE REPORT**

Mr. Hendon reported that:

A meeting of the Facilities Committee was held on June 5. Committee members Ross Wright and Allen Zaring were present, and Committee Chairman Bob Hendon and Board President Bill Moran attended via phone. Staff members Kim Fender and Greg Edwards were also in attendance.

It is the recommendation of the Committee that the Board take the following action:

#### STATEMENTS OF QUALIFICATIONS FOR CONSTRUCTION MANAGEMENT SERVICES FOR ST.BERNARD/READING AND CLIFTON PROJECTS

From among the seven Statements of Qualifications received from firms interested in providing construction management services for the St. Bernard/Reading Branch project, and the six Statements of Qualifications received from firms interested in providing construction management services for the Clifton Branch project, rank the top three firms for each project as follows:

##### *St. Bernard/Reading*

1. Messer
2. Dugan & Meyers Construction Co.
3. Megan Construction Company, Inc.

##### *Clifton*

1. Messer
2. Dugan & Meyers Construction Co.
3. Megan Construction Company, Inc.

Further, authorize the Director to enter into a contract with Messer as the firm most qualified for the St. Bernard/Reading projects. Until a final decision is made on the need for construction management services at Clifton, no contract will be negotiated.

## MT. HEALTHY LEASE AGREEMENT

Approve exercising the two year renewal option in the current Mt. Healthy lease with the landlord McMakin Lodge #120 F&AM that includes a 3% increase in rent each year beginning August 1, 2013 at \$1,743.35 and increasing to \$1,795.65 on August 2, 2014.

Information Only:

## HVAC SECURITY ASSESSMENT COMPLETED AND ACTION UNDERWAY

An assessment has been completed of the security of all HVAC units at branch locations. From that assessment it was determined that seven locations are at high risk for theft either because the units are exposed with no fencing or have minimal security such as a fence but are in high theft areas or located in a secluded area. To address these, staff is working to install security sensors on the units in these seven locations, and for those units without any fencing, fencing is being added. Additional work will be undertaken at lower risk locations as appropriate over the summer.

## ROOFING REPLACEMENT PROJECT UPDATE

The College Hill/Madisonville roof replacement project is nearing completion. College Hill is mostly complete with only minor work remaining, and for Madisonville only the replacement of the skylight is remaining, which is on order. To date, there have been no change orders for this project. The target completion date is mid-July.

## FACILITIES STAFFING UNDER REVIEW

Rather than fill the Facilities Operations Manager position currently vacant, we are planning to hire a management firm to temporarily fill this position and review the overall staffing of the department, including options for outsourcing the work.

Mr. Hendon moved to approve the report as submitted. Mr. Wright seconded.

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, Mr. Wright, and Mr. Moran...6 ayes. The motion carried (**12-2013**).

## **DEVELOPMENT COMMITTEE REPORT**

Mrs. Trauth reported that:

### LIBRARY FOUNDATION

It is requested that the Board approve re-naming Homework Central the William Hueneke Homework Center. The Hueneke Foundation has committed to making a donation of \$10,000 a year for ten years, a total of \$100,000, for these naming rights.

The Clifton Community Fund has donated \$6,000 for the restoration of the painted glass window in the new Clifton Branch.



The Foundation has donated an additional \$15,000, included in their budget, to the Library for program support.

### THE LIBRARY

The Library received a check in the amount of \$612.03 from the Pleasant Ridge Community Council Library Committee. This is the balance of funds from their fundraising efforts for the Pleasant Ridge project.

The Library has been named a beneficiary of the Michael W. Williams Trust. The Library will share the net income of the trust, estimated at approximately \$6,200 annually, with another local institution.

### FRIENDS OF THE PUBLIC LIBRARY

Proceeds from the sale held at the Blue Ash branch in May were \$6,408, which represents an increase of \$1,400 over the last sale at the Blue Ash Branch Library in November of 2010.

The Friends are holding the 41st Annual Downtown Sale Saturday, June 1 through Friday, June 7. Final receipts of the sale will be available at the June 11 Board of Trustees meeting.

The Friends held their annual meeting on May 10. Mary DeCourcy has resigned as Director and Secretary and Tonia Moorman has resigned as Director. Mary Lu Aft has been elected Secretary and Amanda Williams has been elected Director. In addition, the following have been re-elected as Directors for the term 2013-2016: Eunice H. Abel; James N. DeWitt; Consuelo Harris; Jim Jones; Todd S. Neumann.

### ANDERSON TOWNSHIP LIBRARY ASSOCIATION

The Anderson Township Library Association will hold their 33<sup>rd</sup> Annual Used Book Sale at the Nagel Middle School in Anderson Township Friday, June 21 through Sunday, June 23.

Mrs. Trauth moved to approve the report as submitted. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, Mr. Wright, and Mr. Moran...6 ayes. The motion carried **(13-2013)**.

## **CONSENT AGENDA ITEMS**

Mr. Moran presented the following items for approval:

- Minutes of the Regular Meeting Held April 9, 2013.
- Monthly Financial Reports – for the periods ending April 30, 2013 and May 31, 2013.
- Investment Report (summary of invested balances) as of April 30, 2013 and May 31, 2013.

	Amount	Amount
	As of 4/30/13	As of 5/31/13
<u>Operating Account</u>		

General Fund	\$16,991,778.88	\$17,859,076.29
Insurance/Indemnification	230,000.00	230,000.00
Special Revenue Funds	165,647.91	163,682.99
Building and Repair	5,795,946.25	5,770,198.97
Permanent Trust Funds	<u>1,658,621.07</u>	<u>1,655,722.07</u>
	\$28,841,994.11	\$25,678,680.32
<b>STAR Ohio</b>		
Building and Repair	1,046,476.32	1,046,522.10
<b>Managed Investments (Trust Funds):</b>		
Permanent Trust Funds	<u>\$6,728,176.00</u>	<u>\$6,728,176.00</u>
<b>GRAND TOTAL</b>	<b><u>\$32,616,646.43</u></b>	<b><u>\$33,453,378.42</u></b>

- Personnel Change Report reflects changes through May 29, 2013.

Action	Agency	Position Title	FTE	Employee Name	Eff. Date
APPOINTMENT	MIAMI TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	0.50	SCHMALTZ, JENNIFER M	04/14/2013
APPOINTMENT	SYMMES TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	0.60	WHITE, AMANDA	04/14/2013
APPOINTMENT	INFORMATION & REFERENCE DEPT	GRANTS RESOURCE LIBRARIAN	1.00	ACHESON, PHOEBE	04/14/2013
APPOINTMENT	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.50	DANNEMILLER, KATHLEEN	05/12/2013
APPOINTMENT	MONFORT HEIGHTS BRANCH	STUDENT SHELVER	0.25	DIERSING, DANIELLE N	03/31/2013
APPOINTMENT	HUMAN RESOURCES	BENEFITS COORDINATOR	1.00	FITZPATRICK, STEPHANIE	05/12/2013
APPOINTMENT	SHIPPING & MATERIALS RETRIEVAL	PAGE	0.50	GABEL, CHARLES	04/28/2013
APPOINTMENT	DELHI TOWNSHIP BRANCH	STUDENT SHELVER	0.30	HOFERER, JACOB T	03/31/2013
APPOINTMENT	FISCAL OFFICE	DISBURSEMENTS TEAM LEADER	1.00	JACKSON, JENNIFER	05/12/2013
APPOINTMENT	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.50	KELLEY, LEANDRA-JULIET	04/28/2013
APPOINTMENT	COMMUNICATION & NETWORK SRV	TELECOM TECH & ASSIST SYS ADM	1.00	LEHMAN, IAN J	03/31/2013
APPOINTMENT	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.50	LEJA, MARK	04/14/2013
APPOINTMENT	READING BRANCH	LIBRARY SERVICES ASSISTANT	0.50	LOVE, JULIA	05/12/2013
APPOINTMENT	HUMAN RESOURCES	SUMMER - FILE CLERK	0.50	MCQUEEN, SAMANTHA	05/12/2013
APPOINTMENT	GROESBECK BRANCH	REFERENCE LIBRARIAN	1.00	MONING, MANDI	05/12/2013
APPOINTMENT	SYMMES TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	0.50	MOORE, LESLIE	04/28/2013
APPOINTMENT	MT. WASHINGTON BRANCH	LIBRARY SERVICES ASSISTANT	0.50	NEAL, NELLIE	04/28/2013
APPOINTMENT	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.50	NOE, SAMANTHA	04/28/2013
APPOINTMENT	SHIPPING & MATERIALS RETRIEVAL	PAGE	0.50	NOELL, DEBORRAH	05/12/2013
APPOINTMENT	GREEN TOWNSHIP BRANCH	STUDENT SHELVER	0.30	OLDFIELD, EMILY L	04/14/2013

APPOINTMENT	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.50	PICKETT, DIONNE	05/12/2013
APPOINTMENT	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.50	ROBERTS, TERRI A	03/31/2013
APPOINTMENT	OUTREACH SERVICES	SHELVER	0.50	ROSADO, STEPHANIE	05/12/2013
APPOINTMENT	WALNUT HILLS BRANCH	LIBRARY SERVICES ASSISTANT	0.50	SALYERS, KRYSTINE H	03/31/2013
APPOINTMENT	GREENHILLS BRANCH	LIBRARY SERVICES ASSISTANT	0.60	SMITH, SHARON K	03/31/2013
APPOINTMENT	GROESBECK BRANCH	STUDENT SHELVER	0.30	VOLMER, AMBER	05/12/2013
APPOINTMENT	SHIPPING & MATERIALS RETRIEVAL	PAGE	0.50	WALLPE, TAYLOR	04/28/2013
APPOINTMENT	VIRTUAL INFORMATION CENTER	LIBRARY SERVICES ASSISTANT	0.50	WATKINS, EMILY	04/28/2013
APPOINTMENT	GREENHILLS BRANCH	LIBRARY SERVICES ASSISTANT	0.60	WHYTE, MARY	03/31/2013
APPOINTMENT	SYMMES TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	0.50	ZUBER, KATELYN N	04/14/2013
CHANGE	SHARONVILLE BRANCH	LIBRARY SERVICES ASSISTANT	0.60	BURNS, MARTHA P.	04/28/2013
CHANGE	MARIEMONT BRANCH	LIBRARY SERVICES ASSISTANT	0.60	FRAZIER, KELLY L.	04/28/2013
CHANGE	VIRTUAL INFORMATION CENTER	LIBRARY SERVICES ASSISTANT	0.60	HEIM, MONA L.	04/28/2013
CHANGE	GREEN TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	0.50	LOOS, CORRIE G.	03/31/2013
CHANGE	LOVELAND BRANCH	LIBRARY SERVICES ASSISTANT	0.50	BRENNAN, JP	04/14/2013
CHANGE	MADEIRA BRANCH	LIBRARY SRVS SPECIALIST	1.00	ELMORE, EDITH A.	03/31/2013
CHANGE	SAFETY & SECURITY SERVICES	SECURITY GUARD/OPERATOR	1.00	FOSTER, RICHARD L	04/14/2013
CHANGE	COVEDALE BRANCH	BRANCH MANAGER	1.00	TITSCHINGER, CASEY A.	04/28/2013
CHANGE	CATALOG & PROCESSING	LINE ASST PHYSICAL PROCESSING	1.00	BACCHUS, JUNE	04/14/2013
CHANGE	CATALOG & PROCESSING	PROCESSING LINE TEAM LEAD	1.00	BEACHER, WILLETTA	04/14/2013
CHANGE	CATALOG & PROCESSING	LINE ASST PHYSICAL PROCESSING	1.00	BECKER, VIGEE R	04/14/2013
CHANGE	CATALOG & PROCESSING	COPY CATALOGER	1.00	CHRISTMAN, RENEE P	04/14/2013
CHANGE	CATALOG & PROCESSING	CATALOGER	1.00	CLARK, CARLENEA K	04/14/2013
CHANGE	CATALOG & PROCESSING	LINE ASST PHYSICAL PROCESSING	1.00	COLLINS, DONNA S	04/14/2013
CHANGE	CATALOG & PROCESSING	LINE ASST ELECTRONIC PROCESSING	1.00	DAVIS, JENNA T.	04/14/2013
CHANGE	CATALOG & PROCESSING	COPY CATALOGER	1.00	FICKER, MARY R	04/14/2013
CHANGE	MATERIALS SELECTION & ACQ	ACQUISITIONS SPECIALIST	1.00	FOX, PAULINE	04/14/2013
CHANGE	MATERIALS SELECTION & ACQ	COLLECTION DEVELOPMENT LIBRARIAN	0.50	HAUENSTEIN, CYNTHIA M	04/14/2013
CHANGE	MATERIALS SELECTION & ACQ	SERIALS ACQUISITIONS LIBRARIAN	1.00	HOFSTETTER, ROBIN S.	04/14/2013
CHANGE	MATERIALS	COLLECTION DEVELOPMENT	1.00	KOVACS, THERESA	04/14/2013

	SELECTION & ACQ	LIBRARIAN		T.	
CHANGE	MATERIALS SELECTION & ACQ	COLLECTION DEVELOPMENT LIBRARIAN	1.00	MILLER, DENISE M	04/14/2013
CHANGE	MATERIALS SELECTION & ACQ	SERIALS ASSISTANT	1.00	MOHS, MARY BETH	04/14/2013
CHANGE	CATALOG & PROCESSING	LINE ASST PHYSICAL PROCESSING	1.00	NGUYEN, REBECCA	04/14/2013
CHANGE	CATALOG & PROCESSING	LINE ASST PHYSICAL PROCESSING	0.50	PITMAN, ANNA	04/14/2013
CHANGE	CATALOG & PROCESSING	CATALOGING ASS'T	1.00	RICHTER, CHARLES	04/14/2013
CHANGE	CATALOG & PROCESSING	LINE ASST ELECTRONIC PROCESSING	1.00	SCHNEIDER, SHAUNTRELL A.	04/14/2013
CHANGE	CATALOG & PROCESSING	LINE ASST PHYSICAL PROCESSING	1.00	SHEELIT, SOPHIA	04/14/2013
CHANGE	MATERIALS SELECTION & ACQ	COLLECTION DEVELOPMENT LIBRARIAN	0.50	STENGER, MEGHAN	04/14/2013
CHANGE	CATALOG & PROCESSING	CATALOGER	1.00	VIDMAR, JOHN	04/14/2013
CHANGE	CATALOG & PROCESSING	LINE ASST ELECTRONIC PROCESSING	1.00	WALKER, JOHN F.	04/14/2013
CHANGE	MATERIALS SELECTION & ACQ	COLLECTION DEVELOPMENT LIBRARIAN	1.00	WALLACE, MARGERY C.	04/14/2013
CHANGE	CATALOG & PROCESSING	COPY CATALOGER	1.00	WUERTEMBERGER, ANN M.	04/14/2013
CHANGE	MATERIALS SELECTION & ACQ	MATERIALS SELECTION & ACQ MGR	1.00	VARLEY, HOLLY J.	04/14/2013
CHANGE	READING BRANCH	LIBRARY SERVICES ASSISTANT	0.70	HARTZLER, LYDIA A.	04/14/2013
DEMOTION	EDUCATION & HOMEWORK SUPPORT	EDUC & HOMEWORK SUPPORT ASST	1.00	KELSCH, NICOLE M.	04/14/2013
DEPARTURE	MARKETING	MARKETING MANAGER	1.00	BANISTER, AMELIA E	05/15/2013
DEPARTURE	TECHCENTER	SENIOR LIBRARY SRVS ASSISTANT	0.60	BARON, MOLLY J.	04/20/2013
DEPARTURE	WYOMING BRANCH	LIBRARY SERVICES ASSISTANT	0.50	COALE, MARCIA A.	04/27/2013
DEPARTURE	HARRISON BRANCH	STUDENT SHELVER	0.30	CONDIT, ANNMARIE R.	05/04/2013
DEPARTURE	VIRTUAL INFORMATION CENTER	LIBRARY SERVICES ASSISTANT	0.60	COX JR., STEPHEN H.	04/04/2013
DEPARTURE	SHIPPING & MATERIALS RETRIEVAL	PAGE	1.00	DOTEN, NATASA C.	04/12/2013
DEPARTURE	DEER PARK BRANCH	HOMEWORK AIDE	0.30	FLETCHER, KAMYIA	05/16/2013
DEPARTURE	COLLEGE HILL	LIBRARY SERVICES ASSISTANT	0.50	GEIDEMAN, KYLE J.	05/16/2013
DEPARTURE	NORTH CENTRAL	HOMEWORK AIDE	0.30	HUNTER, ALYSSA DANAE	05/16/2013
DEPARTURE	CONSERVATION SERVICES	CONSERVATION LAB TEAM LEADER	1.00	LECHUGA, KATHERINE	04/26/2013
DEPARTURE	DEER PARK BRANCH	LIBRARY SERVICES ASSISTANT	0.50	MCDERMOTT, BRIDGET	05/25/2013
DEPARTURE	ST BERNARD BRANCH	LIBRARY SERVICES ASSISTANT	0.50	MEEKS, HANNAH L.	05/09/2013
DEPARTURE	CLIFTON BRANCH	LIBRARY SERVICES ASSISTANT	0.50	MILLER, SAMANTHA A.	05/11/2013
DEPARTURE	GROESBECK BRANCH	STUDENT SHELVER	0.30	MOORE, JACOB W.	04/20/2013

DEPARTURE	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.50	SANDHAGE, RORY C.	04/24/2013
DEPARTURE	HYDE PARK BRANCH	LIBRARY SERVICES ASSISTANT	0.50	TRACY, ASHLEIGH L.	05/24/2013
DEPARTURE	CATALOG & PROCESSING	LINE ASST PHYSICAL PROCESSING	0.50	PITMAN, ANNA	05/31/2013
DEPARTURE	OPERATION SERVICES	FACILITY OPERATIONS MANAGER	1.00	LANCE, PATRICK C.	05/16/2013
PROMOTION	POPULAR LIBRARY	SENIOR LIBRARY SRVS ASSISTANT	0.50	BERG, SARAH J.	03/31/2013
PROMOTION	MATERIALS SELECTION & ACQ	ACQUISITIONS SPECIALIST	1.00	BROWN, CAROLYN	04/14/2013
PROMOTION	CATALOG & PROCESSING	CATALOGING TEAM LEAD	1.00	CHRISTIAN-BUDD, MICHAEL	04/14/2013
PROMOTION	PRICE HILL BRANCH	LIBRARY SERVICES ASSISTANT	0.60	CHRISTY, ROLAND D.	05/12/2013
PROMOTION	OUTREACH SERVICES	LIBRARY SERVICES SPECIALIST	1.00	COLINA, RACHEL E.	04/14/2013
PROMOTION	DELHI TOWNSHIP BRANCH	SENIOR LIBRARY SRVS ASSISTANT	1.00	COLLINS, APRIL C.	03/31/2013
PROMOTION	DELHI TOWNSHIP BRANCH	SENIOR CHILDREN'S LIBRARIAN	1.00	DETTINGER, KATY J.	04/14/2013
PROMOTION	CATALOG & PROCESSING	LINE ASST ELECTRONIC PROCESSING	1.00	DOVEL, NATHAN B.	04/14/2013
PROMOTION	SERVICE OPERATIONS	LIBRARY SERVICES FLOATER	1.00	DOXSEY, CURTIS L.	04/14/2013
PROMOTION	CATALOG & PROCESSING	CATALOGER	1.00	DUMONT, SALLY K.	04/14/2013
PROMOTION	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	1.00	EICK, MARCIE H	04/14/2013
PROMOTION	NORWOOD BRANCH	TEEN LIBRARIAN	0.50	ESHLEMAN, VIRGINIA A.	04/28/2013
PROMOTION	DELHI TOWNSHIP BRANCH	LIBRARY SERVICES ASSISTANT	1.00	FINKE, ASHLEY N.	04/14/2013
PROMOTION	NORWOOD BRANCH	REFERENCE LIBRARIAN	0.50	HOPPINS, KIMBERLY M.	04/28/2013
PROMOTION	OUTREACH SERVICES	LIBRARY SERVICES SPECIALIST	1.00	HYMAN, RONICOLE L	04/14/2013
PROMOTION	CHILDREN'S LEARNING CENTER	SENIOR LIBRARY SRVS ASSISTANT	0.50	JAMES, LISA L.	03/31/2013
PROMOTION	MATERIALS SELECTION & ACQ	ACQUISITIONS SPECIALIST	1.00	JOHNSON, STACEY A.	04/14/2013
PROMOTION	TEENSPOT	SENIOR LIBRARY SRVS ASSISTANT	0.50	KELSEY, EVAN M.	03/31/2013
PROMOTION	CIRCULATION SERVICES	CIRCULATION SRVS MANAGER	1.00	LAURSEN, HENRIK E.	05/12/2013
PROMOTION	AVONDALE BRANCH	BRANCH MANAGER	1.00	MALONE, CAITLIN E.	04/28/2013
PROMOTION	CIRCULATION SERVICES	LIBRARY SERVICES ASSISTANT	0.70	MAYO, MARC A.	04/28/2013
PROMOTION	SHARONVILLE BRANCH	REFERENCE LIBRARIAN	1.00	MCCLANAHAN, ANDREW W.	04/14/2013
PROMOTION	ILS TEAM	ILS SERVICES MANAGER	1.00	MEEHAN, VICKI E.	05/12/2013
PROMOTION	CATALOG & PROCESSING	COPY CATALOGER	1.00	MULCAHY, KENTON E.	04/14/2013
PROMOTION	HYDE PARK BRANCH	SENIOR LIBRARY SRVS ASSISTANT	1.00	POON, JENNIFER S.	05/12/2013
PROMOTION	CATALOG & PROCESSING	LINE ASST ELECTRONIC PROCESSING	1.00	RACHFORD, JENNIFER R.	04/14/2013
PROMOTION	CATALOG & PROCESSING	LINE ASST ELECTRONIC PROCESSING	1.00	RODENHAUSER, KEITH E.	04/14/2013

PROMOTION	MONFORT HEIGHTS BRANCH	LIBRARY SERVICES ASSISTANT	0.50	SCHNEIDER, LAUREN N	05/12/2013
PROMOTION	CATALOG & PROCESSING	PROCESSING LINE TEAM LEAD	1.00	SIERSCHULA, AMY R.	04/14/2013
PROMOTION	SERVICE OPERATIONS	LIBRARY SERVICES FLOATER	1.00	TEETERS, MATTHEW F.	03/31/2013
PROMOTION	SERVICE OPERATIONS	LIBRARY SERVICES FLOATER	1.00	UHLENBROCK, CHRISTINE R.	03/31/2013
PROMOTION	MIAMI TOWNSHIP BRANCH	BRANCH MANAGER	1.00	VALE, CARRIE	04/28/2013
PROMOTION	CATALOG & PROCESSING	CATALOGING ASS'T	1.00	WERMELING, BEVERLY J	04/14/2013

- Statistical Report for April 2013 and May 2013
- Top Ten Circulating Titles.

Mr. Wright moved that the Consent Agenda Items be approved as submitted. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, Mr. Wright, and Mr. Moran (except pass on investment report)...6 ayes. The motion carried (**14-2013**).

Mr. Moran moved that the Board go into Executive Session to discuss a personnel matter with Robert S. Brown, Attorney. Mr. Zaring seconded.

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, Mr. Wright, and Mr. Moran...6 ayes. The motion carried (**15-2013**).

Mrs. LaMacchia voted that the Board come out of Executive Session. Mr. Zaring seconded.

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mr. Zaring, Mrs. LaMacchia, Mr. Wright, and Mr. Moran...6 ayes. The motion carried (**16-2013**).

The Regular Meeting was then adjourned.

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President

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Attest: Secretary